



**Superior Court of California
County of Tuolumne
41 West Yaney Avenue
Sonora, CA 95370**

- JOB ANNOUNCEMENT -

**Court Clerk I/II
(Two Non-Exempt Positions)**

**Date Posted: February 29, 2016
Final Filing Date: March 18, 2016, by 5:00 p.m.
(Postmarks not accepted)**

Written Test Date for qualified applicants: March 25, 2016

Recruitment limited to first 100 completed applications received by above Final Filing Date

**Hourly Compensation:
(Initial placement based on related professional qualifications)**

Court Clerk I: \$13.2587 to \$16.1862 + Benefits

Court Clerk II: \$14.3602 to \$17.5306 + Benefits

For required employment application, please visit:

<http://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application.shtml>

The Position:

Court Clerk I: Incumbents in this entry-level class are in a training status and must acquire proficiency in the full range of duties related to their assigned position prior to progression to the journey-level Court Clerk II position. Under close supervision, incumbents perform routine clerical duties in the areas of legal processing, judicial and/or program support work, and perform related duties as required.

Court Clerk II: Incumbents in this journey-level class are fully competent to perform the full-range of clerical duties within the assigned division. Under general supervision, incumbents perform routine to moderately complex clerical duties in the areas of legal processing, judicial and/or program support work; may be cross-trained on a relief or training basis as needed in all divisions, and perform related duties as required.

Representative Duties (Court Clerk I) - *For illustrative purposes only:*

- Provides procedural information, case status, and related assistance to the public; explains and accepts fees and fines; assists individuals in locating material and information.
- Receives and examines legal documents for correctness of information, conformity, jurisdiction, completeness, timeliness, and required supporting documentation before acceptance for action by the court; files, endorses and/or certifies documents and affixes seals.
- Prepares and issues legal orders such as warrants, writs, subpoenas, abstracts and other official documents on behalf of the court; notifies law enforcement agencies of warrant and bail status, prepares judgments, and dismisses cases in accordance with established codes and court procedures, copies materials from files and sends to requestors.
- Prepares and maintains documents; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files, such as records of court-appointed counsel and experts.
- Uses various computer programs to prepare document files, information, and correspondence related to the explanation of court policies and procedures; follows procedures for updating and/or purging electronic files; scans documents.
- Maintains court records, including case tracking, storage, retrieval, preparation, and distribution of records for retention and/or destruction.
- Verifies, enters, retrieves, copies, corrects and updates case information in files, computer records, and automated record-keeping systems.
- Computes, receives, receipts, and records payments of bail, fines and fees; reviews, posts, and balances daily registers and journals; counts and reconciles daily cash with receipts.
- Maintains logs and work production records and composes or prepares routine reports and correspondence related to official court actions.
- Provides clerical support to the court, such as processing, scheduling, stocking informational materials, sorting and delivering mail and files to appropriate individuals, divisions, and agencies.

Representative Duties (Court Clerk II) - *For illustrative purposes only:*

- Prepares court calendars and/or calendars cases; prepares notices of hearings, court appearances, or petitions.
- Provides procedural information, case status, and related assistance to the public; explains and accepts fees and fines; assists individuals in locating material and information.
- Receives and examines legal documents for correctness of information, conformity, jurisdiction, completeness, timeliness, and required supporting documentation before acceptance for action by the court; files, endorses and/or certifies documents and affixes seals.

- Prepares and issues legal orders such as warrants, writs, subpoenas, abstracts and other official documents on behalf of the court; notifies law enforcement agencies of warrant and bail status, prepares judgments, and dismisses cases in accordance with established codes and court procedures, copies materials from files and sends to requestors.
- Prepares and maintains documents; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files, such as records of court-appointed counsel and experts.
- Uses various computer programs to prepare document files, information, and correspondence related to the explanation of court policies and procedures; follows procedures for updating and/or purging electronic files; scans documents.
- Maintains court records, including case tracking, storage, retrieval, preparation, and distribution of records for retention and/or destruction.
- Verifies, enters, retrieves, copies, corrects and updates case information in files, computer records, and automated record-keeping systems.
- Computes, receives, receipts, and records payments of bail, fines and fees; reviews, posts, and balances daily registers and journals; counts and reconciles daily cash with receipts.
- Files appeals; collects and processes related fees; prepares appeal notices; utilizes and operates computerized case management systems; and maintains appeals records timelines.
- Draws jury lists; conducts juror orientation sessions; coordinates with courtroom staff on the need for and dismissal of jurors; responds to juror inquiries and requests to be excused from service; performs juror FTA procedure; processes juror service payments; assists in providing services to the Grand Jury.
- Maintains logs and work production records and composes or prepares routine reports and correspondence related to official court actions.
- Provides clerical support to the court, such as processing, scheduling, stocking informational materials, sorting and delivering mail and files to appropriate individuals, divisions, and agencies.

MINIMUM QUALIFICATIONS (Court Clerk I):

Education/Experience:

High school diploma or equivalent;

And

Two years of general clerical experience.

Demonstrated Knowledge of:

- General office practices and procedures, including filing systems.
- Operation of standard office equipment and personal computers.
- Principles of proper business English, including grammar, spelling and punctuation.
- Basic arithmetic.
- Basic public contact and customer service techniques.

Demonstrated Ability to:

- Learn and apply relevant legal terminology and court operations procedures.
- Store and maintain records, and use information storage and retrieval systems.
- Provide effective customer service.
- Review and correct documents for accuracy, completeness, and conformity with applicable rules, statutes, policies and procedures.
- Exercise attention to detail.
- Understand and follow complex oral and written instructions.
- Diplomatically communicate with judicial officers and various levels of staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively in English, both orally and in writing.
- Maintain confidentiality in the course of work.
- Maintain a valid California driver's license.
- Pass a pre-employment fingerprint and professional background check.

MINIMUM QUALIFICATIONS (Court Clerk II):**Education/Experience:**

High school diploma or equivalent;

And

Two years of clerical experience in a court or legal office setting

Or

One year as a Court Clerk I.

Demonstrated Knowledge of:

- Principles and practices of court operations.
- Office practices and procedures, including filing and record-keeping systems.
- Principles and practices of efficient calendar and case flow management systems.
- Principles and practices of providing effective customer service to the public.
- Legal forms, records, and document processing procedures.
- Rules and statutes applicable to court operations.
- Legal terminology.

Demonstrated Ability to:

- Perform the full-range of court clerk duties with limited supervision.
- Store and maintain records, and use information storage and retrieval systems.
- Provide effective customer service.
- Interpret, explain and apply rules, statutes, policies and procedures.
- Perform research.
- Review and correct documents for accuracy, completeness, and conformity with applicable rules, statutes, policies and procedures.
- Exercise attention to detail.
- Understand and follow complex oral and written instructions.
- Diplomatically communicate with judicial officers and various levels of staff.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise initiative and sound judgment within established guidelines.
- Organize and prioritize own work to meet deadlines.
- Communicate effectively in English, orally and in writing.
- Maintain confidentiality in the course of work.
- Maintain a valid California driver's license.
- Pass a pre-employment fingerprint and professional background check.

Physical Requirements:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide a reasonable accommodation for any qualified incumbent or applicant with a disability.



Work is performed in a typical office setting with adequate lighting and moderate temperature, and requires the use of standard office equipment, including computers and telephones. While performing the duties of this job, the incumbent is constantly required to sit, talk, hear, reach and use both hands and fingers to handle or grasp objects. The incumbent must occasionally stand, walk, and bend while performing the duties of this job. The incumbent must be able to lift and/or move up to 25 pounds, including occasionally carrying items up and down stairs in two buildings that have no elevators. Specific vision abilities required by this job include near vision, far vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to travel as necessary and occasionally operate a motor vehicle.

Benefits:

- CalPERS retirement plan (employee pays the employee's 7% EPMC on a monthly pre-tax basis);
- CalPERS Medical Retirement;
- Potential to accrue 240 hours of Personal Time Off for vacation or sick leave usage;
- 13 paid holidays per calendar year;
- 16 hours of paid floating holidays per calendar year;
- Monthly court contribution toward monthly health insurance premium costs – amount varies according to employee's plan elections, dependents, and whether employee chooses to partially or totally waive one or more of the court's health plan(s);
- Court-paid \$40,000 Group Term Basic Life Insurance plan;
- Court-paid Short-term and Long-term Disability plans;
- Tuition Reimbursement program;
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000

How to Apply and Selection Procedure

In order to be initially considered for this position, applicants must timely submit the following completed documents:

-  Tuolumne Superior Court employment application; and
-  Resume

Incomplete application packets and late submissions will not be accepted.

Please forward required completed application materials to:

Superior Court of California, County of Tuolumne Attn: HR Dept.
41 West Yaney Avenue - Sonora, CA 95370
pam@tuolumne.courts.ca.gov Fax: (209) 533-6607

- Completed application packets timely received and evaluated as best qualified according to the position criteria will be invited to participate in a required **written test to be administered on Friday, March 25, 2016**; the individuals with the highest test scores will be invited to a panel interview to measure the candidate's related knowledge and skills.
- If you have any questions concerning the above or wish to request reasonable accommodation for this application process, please send your message to pam@tuolumne.courts.ca.gov, or call (209)